

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 9, 2002

**SUBJECT: UNIFORM AND CLOTHING STANDARDS FOR SWORN DEPARTMENT
EMPLOYEES - REVISED**

PURPOSE: Professionalism is the foundation and hallmark of the Los Angeles Police Department, and it is the major contributor to our worldwide reputation for excellence. Incidents have caused the Department to reevaluate the personal appearance standards of sworn employees while on duty. The Department is taking proactive measures to ensure that all sworn Department employees adhere to personal appearance standards.

This Order restates the Department's existing uniform and clothing standards and strengthens some of those standards to ensure that sworn Department employees present a professional appearance. It places accountability for compliance with those standards not only upon each sworn employee, but also upon his/her supervisors and commanding officers.

PROCEDURE:

I. COMMANDING OFFICER'S RESPONSIBILITY. Primary responsibility for complying with Department personal appearance standards rests with each sworn Department employee. However, each commanding officer is also responsible for ensuring that sworn employees within his/her command comply with these standards. Non-compliance with the Department's sworn personal appearance standards may be misconduct, and commanding officers shall ensure that appropriate corrective action is taken.

II. PERSONAL APPEARANCE.

A. On-Duty Employees. On-duty sworn employees shall maintain a neat, clean, and professional appearance. Generally, this requires an employee to be well groomed, without excessive ornamentation and dressed in a Department uniform or business attire.

Exception: Officers whose duties require conducting or supervising undercover investigations are exempt from these requirements. If a sworn employee's assignment temporarily requires the employee to deviate from these standards, the employee's commanding officer may verbally grant an exemption not to exceed **two** working days. All other

exemptions shall be made in writing explaining the purpose for the exemption, the degree to which the exemption is granted, and the expected duration of the exemption. The bureau commanding officer shall approve or deny all written requests for exemptions. All commanding officers shall review all exemptions within their commands each January and rescind or extend the exemption in writing. Each command shall also maintain a file of exemptions entitled "Department Appearance Standards - Exemptions."

B. Sworn Employees Appearing in Court or at an Administrative Hearing. Sworn employees appearing in court or at an administrative hearing shall wear a Class A or Class C uniform or business attire. Sworn employees in a non-uniformed assignment or sworn employees authorized to wear a specialized uniform (e.g., bicycle or jumpsuit) shall wear a Class A or Class C uniform or business attire when appearing in court or at an administrative hearing.

Exceptions:

- * Officers specifically requested to appear in court in attire similar to that worn during the arrest, e.g., vice, shall comply with that request; and,
- * On-duty officers conducting an undercover investigation in the field or working their assignment requiring a specialized uniform and who are called to court or an administrative hearing without sufficient time to change into proper attire, may proceed directly to court or the administrative hearing and shall provide a brief explanation for their attire.

C. Sworn Employees Working Off-Hours Engaged in Public Department Business. Sworn employees working off-hours engaged in public Department business activities shall adhere to the same personal appearance standards as on-duty employees. Off-hours business activities include but are not limited to a court appearance, attendance at an administrative hearing, or an appearance before the Police Commission or City Council.

Note: Sworn employees who are authorized to wear their uniform while working an off-duty assignment

(e.g., school activities, Coliseum) shall comply with the same standards as those for on-duty officers.

III. CLOTHING STANDARDS - NON-UNIFORMED ASSIGNMENT. Wearing of the Department uniform is always acceptable attire for sworn employees. Sworn employees in a non-uniformed assignment who cannot or choose not to wear a uniform shall wear appropriate business attire. Business attire shall conform to the following standards:

A. Sworn Male Employees. Male employees shall wear a business suit or a sport coat and slacks, dress shirt, a tie and dress shoes. Braces (suspenders) that are consistent with a businesslike appearance are acceptable accessories provided they do not interfere with the wearing and retrieval of safety equipment.

B. Sworn Female Employees. Female employees shall wear either a businesslike dress, skirt, or pants with a businesslike blouse and/or sweater, blazer or sport coat and dress shoes. The hemline of the dress or skirt shall be of a professional and businesslike length. Hosiery shall be of a solid businesslike color and without patterns.

Note: A Department raid jacket or pants made of denim material **do not** constitute proper business attire.

IV. NON-UNIFORMED OFFICERS - ADDITIONAL STANDARDS. Non-uniformed officers while in public view away from a Department facility shall conceal their weapon(s), handcuffs, and other equipment by wearing a business jacket, sport coat, or other accessory (e.g., purse, or authorized "pouch" type holster, etc.).

Note: Nothing in this section is intended to interfere with an officer's need to draw or exhibit his/her weapon in tactical situations.

Raid jackets shall only be worn by on-duty officers and then only as permitted in Department Manual Section 3/627.30. Raid jackets are strictly for identifying non-uniformed officers during tactical situations and shall not be worn as a quasi-uniform. Additionally, specialized uniforms or other garments depicting Department affiliation that have not been approved by the Department Uniform Committee are not authorized and **shall not** be worn.

AMENDMENTS: This Order amends Sections 3/605.10, 3/605.80, and 3/627.30, and adds Section 3/605.85 to the Department Manual.

AUDIT RESPONSIBILITY: Every supervisor, command and staff officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "D"